

Ackworth Parish Council

Vacancy for Clerk to the Council

Ackworth Parish Council provides a number of services and facilities to our local community including allotments, cemetery, community halls, play equipment and outside space. We are seeking to appoint a new clerk whose role will be to manage all council functions, help Councillors to address current challenges, and to embrace future changes.

The Clerk is the Council's chief officer and principle adviser, assisting in the formation of policies and responsible for the effective management of all its business, resources, staff and operations.

We seek a forward thinking and pro-active clerk to take responsibility for all aspects of the council's operation, and hope to attract individuals with the knowledge, experience, and energy to help us achieve our goals while keeping the business and mechanisms of the council providing quality and consistent services to our community.

This role does NOT include Responsible Finance Officer duties.

Applicants must demonstrate significant managerial experience, excellent administrative skills, and will have knowledge of local government law and procedures, or a willingness to undertake training and obtain a relevant qualification. Knowledge of the local area would also be an advantage.

HOURS:

Hours are 35 per week, full time, to be worked flexibly to include some evenings.

SALARY:

SCP 28-32 (£34,723 – £38,296) subject to qualifications and experience.
Contributory pension scheme (LGPS)

An Application Form, Job Description and Person Specification are available from info@ackworthparishcouncil.gov.uk

Closing date for applications: by 5pm, Friday 3rd March 2023.

Interviews will take place between Tuesday 14th – Friday 17th March 2023.

Email: info@ackworthparishcouncil.gov.uk

Post: Ackworth Parish Council, Bell Lane Community Centre, Bell Lane, Ackworth, Nr. Pontefract, West Yorkshire, WF7 7JH.

An overview of Ackworth Parish Council can be found on its website

<https://www.ackworthparishcouncil.gov.uk/>

If you have not been invited for interview by Monday 13th March, then regrettably, please take this as notification that your application has not been successful.